



**FOREIGN NATIONAL STUDENT  
INTERN VACANCY  
ANNOUNCEMENT  
U.S. DEPARTMENT OF STATE**

**Position Name:** Consular Section Intern

**Office:** Consular

**Division:** Consular

**Opening Date:** August 31, 2021

**Closing Date:** September 21, 2021

**Work Hours:** Upon Agreement, minimum 15 hours per week (Flexible)

**Duration:** Minimum 3 months, maximum 6 months

**Salary:** Volunteer, unpaid

\*NOTE: U.S. citizens are not eligible for this intern program. The U.S. Department of State sponsors a separate intern program for U.S. Citizens. For more information on student programs with State Department go to [www.Careers.State.gov](http://www.Careers.State.gov) and click on Student Programs.

**BASIC FUNCTION:**

- Support the visa processing team, assisting with administrative tasks such as filing, shredding, and preparing delivery packages, as well as dealing with 221g cases.
- Support the American Citizen Services (ACS) team closing registration, passport and CRODA cases, organizing and shredding ACS files and assisting with the passport delivery process.

**REQUIRED QUALIFICATIONS:**

**EDUCATION:** One year of college.

**EXPERIENCE:** Not required.

**LANGUAGE:** Good working knowledge in English and Fluent in Spanish is required.

**KNOWLEDGE:** Basic Knowledge of clerical duties such as filing, making copies, use of Microsoft Office Suite, including word processing and excel.



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**SKILLS AND ABILITIES:** Ability to multi-task and prioritize workload/projects. Must have good communication and organizational skills, as well as the ability to work well in a team.

**SUPERVISION RECEIVED:** Will be supervised by Visa Team Leader and the ACS Team Leader.

**SUPERVISION EXERCISE:** None.

**NATURE, LEVEL AND PURPOSE OF CONTACTS:** Considerable personal contact with the public, including U.S. citizens, Nicaraguans, and third country nationals, seeking visa and ACS services.

**ADDITIONAL SELECTION CRITERIA:**

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Security certification and medical clearances must be completed before beginning the internship.
3. Must be at least 18 years old.

**TO APPLY**

**Interested applicants for this position must submit the following or the application will not be considered:**

- 1) Application for Foreign National Student Intern Program
- 2) Statement of Interest form
- 3) Copy of Nicaragua identification card (e.g. Cedula)
- 4) Academic Transcripts
- 5) At least two letters of recommendation from professors

**SUBMIT APPLICATION TO:**

Once you complete the forms, please submit your application to: [Managuajobs@state.gov](mailto:Managuajobs@state.gov)